



To: All Rental Housing Tax Credit Recipients

Notice: MFD-09-21

From: IHCD Multi Family Department

Date: July 9, 2009

Re: **Using the Tenant Income Certification (TIC) Form**

It has come to the attention of IHCD monitors that there is some confusion in the field about using a tax credit Tenant Income Certification (TIC) Form. IHCD expects that every tax credit tenant file will have a tax credit TIC, regardless of whether or not that unit/tenant is also on other programs (i.e. HUD, Section 8, RD, etc.). HUD 50058/50059 forms and similar RD income certification forms do not replace the need for a tax credit TIC. Therefore, a property/unit that is under multiple programs may need to have multiple signed tenant income certifications in the file to demonstrate compliance with each program. There are several reasons for this:

1. The TIC contains tax credit exclusive information that will not be included on these other forms, such as the BIN number, the tax credit rent and income limits for the unit, tax credit student status information for the household, etc.
2. The tax credit program does not round income as may be the case with other programs. Annual household income reflected on the TIC should not be rounded.
3. The tax credit program does not move the effective date of a certification up to the first of the month or the first of the next month. Rather, the effective date of a move-in certification is the date that the tenant actually moves into the unit, and the effective date of the annual recertification is the anniversary date of the move-in date. (Example: A tenant moves in on June 15, 2009. The first recertification has an effective date of June 15, 2010). For more information on effective dates see the 2009 Compliance Manual Part 3.5, pages 37-38.

Additional notes:

1. IHCD recognizes that the language in past Compliance Manuals regarding this topic may not have been clear. This topic will be updated appropriately throughout the 2010 edition to ensure that it is clear that a TIC must be included in every file.
2. It is not mandatory to use IHCD's sample TIC form, but if a different TIC is being used you must make sure that the same information is being captured or the TIC will not be deemed acceptable. The sample TIC is available in [Appendix D of the 2009 Compliance Manual](#).
3. Questions about this MFD notice should be directed to Anika Davis (andavis@ihcda.in.gov), Jeff Ivory (jivory@ihcda.in.gov), Danielle Moore (dmoore@ihcda.in.gov), or Matt Rayburn (mrayburn@ihcda.in.gov).

